



SANTA FE COUNTY

Job Title: Voter Information Specialist

Department/Division:	County Clerk's Office	
Salary:	\$12.5962/hr. - \$18.8943/hr.	Range: 12
Position Status:	Full-Time/Classified	
FLSA Status:	Covered	
Closing Date:	August 9, 2021	
Job #:	7-2021-040	

The following is NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification but, rather, is only intended to provide a summary of the major duties and functions. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under the general supervision of the County Clerk and Bureau of Elections (BOE) Chief Deputy Clerk and the direct supervision of the Elections Administration Supervisor; position is responsible for the dissemination of voter information, voter registration, and voter file maintenance, including filing in alphabetical order and otherwise, data entry, proofing, and updating; election canvassing, and election administration in compliance with the New Mexico Election Code.

Essential Job Functions:

- Provides general voter information on voter registration requirements, absentee voting, election schedules, and location of polling places; and helps conduct post-election canvassing;
- Responsible for the timely and accurate dissemination of information to voters and other citizens regarding voter information and the election process;
- Works with procurement staff in budget and contracts as it relates to voter information, voter registration and election activities;
- Promptly and courteously responds to telephone calls and written communications;
- Performs administrative functions and tasks throughout the County Clerk's Office including the Bureau of Elections, Recording, and Records & Research Divisions; trains other staff and election workers as requested;
- Warehouse duties require programming voting machines; out-in-the-field duties require moving equipment and setting up signage at voting sites throughout the county;
- Canvassing duties require careful examination of the election returns from each precinct to ascertain if election certificates were properly executed and to

examine and document if there are any discrepancies, omissions and/or errors pursuant to the Election Code;and

- Other duties as may be assigned during peak election activities.

Knowledge / Skills:

- Knowledge of basic office procedures and modern office equipment, such as fax machines, printers, and desktop computers, including word processing programs, spreadsheets, and the ability to learn more computer skills and programs;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public, co-workers, and County officials;
- Clear and courteous communication skills, both verbal and written.
- Detail-oriented, including the ability to file in alphabetical order, data entry, proofing, and updating are necessary;
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers, and County officials; and
- Ability to meet deadlines and performance metrics.

Minimum Qualifications:

- High school diploma or equivalent; and
- Any combination of college education and/or work experience in an office and/or warehouse environment totaling three (3) years.

Working Conditions:

Work is generally performed in an office setting, warehouse, and in the field, in varied weather conditions, with duties in the evening and on weekends during peak election and recording cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License, as incumbent will be required to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Revised: 2/17/2020